

**TIPPECANOE COUNTY PUBLIC LIBRARY
REGULAR MONTHLY BOARD MEETING**

Tuesday, April 7th, 2020

McAllister Room B

627 South Street, Lafayette, Indiana, 7:00 pm

Call to order

Pledge of Allegiance

Approval of Minutes: March 3rd, 2020

County Librarian's Report for April 2020

Approval of Personnel Actions: April 7th, 2020

COMMITTEE REPORTS

Facilities

Finance

Personnel

Nominating

Foundation Liaison

Friends Liaison

OTHER REPORTS:

Friends of TCPL

TCPL Suspended Operations

OLD BUSINESS:

NEW BUSINESS:

Surplus Box of Cases

Weather/Other Closing Policy

Strategic Plan 2020

OTHER BUSINESS:

Approval of Claims

Comments from the Public

Comments from the Board

Comments from the Director

ADJOURNMENT

:

TIPPECANOE COUNTY PUBLIC LIBRARY
REGULAR BOARD MEETING
627 South Street, Lafayette, Indiana
March 3, 2020

MINUTES

Notice of the date, time, place and agenda for this meeting was posted in prominent public view at the Library and mailed to requesting media on Thursday, February 27, 2020 in conformity with the Indiana Open Meeting Act.

PRESENT:

Stephen Bultinck, Vice-President
Mida Grover, Member
Dave Lahr, Treasurer
Brandon Hawkins, Member
Lora Goonewardene, Member

ABSENT:

Gail Summers, President
Mary Springer, Secretary

GUESTS

Jos N. Holman, County Librarian

Vice-President Steve Bultinck chaired the regular Board meeting and called it to order at 7:05 p.m. A quorum was declared to conduct business for the library.

Board member Mida Grover led the Board in reciting the Pledge of Allegiance.

Board Treasurer Dave Lahr moved the **Board Minutes** of February 4th, 2020 be approved as presented. Mrs. Grover provided a second and the motion passed.

Under the heading of the **County Librarian's Report**, Mr. Holman reported on a few activities. He mentioned the grand opening event of the Wea Prairie Branch will be held on Sunday, April 19th from 1:30 to 4:00 p.m. As with past grand opening events, there will be entertainments, give-away items, a ribbon cutting, and refreshments. Several TCPL staff and Friends volunteers will assist with activities of the day. The event coincides with National Library Week which will help to highlight the activity with local media. With that in mind, Mr. Holman stated he anticipated a second celebratory event that focuses on children. Board member Brandon Hawkins requested Mr. Holman repeat a past presentation of a children's picture book at the grand opening event. Mr. Holman agreed to do so. Mr. Holman reported TCPL staff finished the conversion of the downtown collection to RFID. There are a few outstanding audiovisual items, but overall we are ready to schedule the gate installation for the RFID (Radio Frequency Identification) system. The installation is expected to occur in March. Mr. Holman is seeking to make sure the downtown building operates with RFID when the Wea Prairie Branch opens. Finally, Mr. Holman commented on a one-time community activity he is helping to coordinate. He stated through a Diversity Roundtable initiative, a small group is developing a local 2020 Census community event that involves several speakers and specific activities for children and adults. The objective is to get local residents who are diverse in age, gender, race, and

County Librarian's Report

April 2020

1. TCPL Acquisitions Leader, Bonnie J., Dye is retiring from TCPL on Tuesday, April 15. Bonnie has worked at TCPL since 1969, being one of the few, if not the only staff person to work 50 years for TCPL. She has worked primarily behind the scenes for most of these decades.
2. Several strides have been made at Wea Prairie. The "Opening Day Collection" arrived on April 1st just as scheduled. There were 18 skids of books that were unloaded and placed near appropriate shelving sections in the adult and youth area. The outdoor book drop that is usually placed under the canopy was delivered on April 1 as well. It is stored inside the building. The monument sign for the building has been installed and properly lit so the branch is now clearly identified. The twenty chairs held over from the Campus Library have been stripped and refinished for use at Wea. A delivery of the chairs is being scheduled. All the physical materials for the StoryWalk safely arrived and are stored inside the building. Furniture purchased from DEMCO, Inc. to furnish the youth area is scheduled to be delivered and installed on April 7th. The local fire department received its building key to be placed in the Knox Box for an emergency. On a not so positive note, the key delivery of the furnishings on the adult side of the building from Agati Furniture out of Chicago has been postponed. We do not have a rescheduled date. Also, a delayed delivery of the majority of the audiovisual materials from Midwest Tape has yet to be rescheduled. Landscaping continues to be postponed until appropriate weather allows for planting.
3. TCPL completed a minor redesign of its letterhead to include the Wea Prairie address and recently assigned phone number. Copies of the new letterhead will be made available to each building. This minor redesign is in lieu of a major rebranding with the renovation of the downtown library in the next two years.
4. Many of you may have noticed the flickering lights in the downtown parking lot over the past few months. While the library has been closed, all of the parking lot lights were replaced with a different more modern design lamp post with LED bulbs. The work was completed by Energy Harness at a cost of \$7,000.
5. Obviously, TCPL has cancelled a number of series and special programs during the time library operations have been closed. Though we are uncertain when library operations will resume, the Youth Services department has cancelled its annual spring author visit. Children's author Troy Cummins was scheduled for Thursday, May 7, but with local schools on e-learning, it is unlikely they will be able to come to the library in early May. The author has been notified.
6. Since TCPL converted the AV collection at Klondike and discontinued use of locking Kwikcases, boxes of these cases have been stored in the Stein Building. With no further use by TCPL, the County Librarian offered the cases to other libraries. There were several takers.
7. Recently, the TCPL Foundation received almost \$400 in new donations associated with last year's annual appeal. This brings the total of the 2019 Annual Appeal to a total of \$17,775. Also, TCPL received another gift of the Gloria Comingore estate. This gift was connected to an annuity of Mrs. Gomingores. The gift was substantial enough that part of it will be separately held to contribute to the eventual remodel of the downtown library in the next two years.
8. Obviously with the unusual health emergency going on in the world, TCPL must reschedule its grand opening of the Wea Prairie Branch. A new date has not been set. Also, the 2020 Census community event worked on by the County Librarian has been cancelled. It may or may not be rescheduled. Recently, the Indiana Library Federation cancelled its April 22 Regional Conference in Indianapolis. The spring gathering of ADOLPLI originally set for May 7-8 in Brownsburg is being cancelled as well. Likely, it will not be rescheduled. Finally, the American Library Association cancelled its annual conference scheduled each June. This year's conference would have been in Chicago, IL.